



National Finance Center Customer Notification

Date: October 9, 2009

Subject: NFC EMPOWHR 9.0 UPK Training

Database/Customer(s) Affected: EmpowHR Customers

Dear Customer:

This customer notification announces the availability of a new version of the *EmpowHR* 9.0 UPK training. As we have previously communicated to you, we have been working to expand the content in our User Productivity Kit (UPK) self-paced training tool for *EmpowHR*. The expanded UPK content will provide the following:

- more processing instructions and tips,
- job aids within each module,
- acronym glossary, and
- modifications for *EmpowHR* Release 2 and Release 3, Build 1

The expanded version will be deployed after close of business on Friday, October 9, 2009, and will be available for use on Tuesday, October 13, 2009.

We encourage you to visit the enhanced UPK training. The new modules can be viewed at <http://www.empowhr.gov/9.0/training.html>. We welcome your feedback on our latest UPK initiative via email at nfcpubs@usda.gov.

A bulletin has been issued with the information in this notification and can be found at

<http://i2i.nfc.usda.gov/Publications/EMPOWHR/empowhr-09-5.html>

SW: M4-10-027

Tip of the Week

For PP20, because of fiscal year-end conversion, please do not use code 1 in the Accounting Data Usage Code field. You may resume using code 1 in this field in PP21